Information for Students Taking Courses in uiuLearn

Welcome!

Thank you for your registration. Here are some reminders and information to know before you begin your course.

Ordering Your Books

Once your advisor approves your registration, order textbooks by utilizing the option in the myUIU portal (Academics tab) or go to https://bncvirtual.com/uiu. Order textbooks as soon as possible to have them for the first day of class.

Student Orientation Course

Prior to your first class, you may choose to participate in the Student Orientation Course to receive a walkthrough of uiuLearn. All students have access to this course. To easily access the course, click on the 'Student Orientation Course' link in your course list.

Accessing Your Online Courses

1. Go to https://upperiowa.brightspace.com/ Or My Apps (microsoft.com) and select 'uiuLearn'. Enter your uiuEmail and password to log in.
2. Use the 'My Courses' widget on the homepage to find your course. You will have access to your course on the first day of the session. If you would like to browse your course's syllabus ahead of time, please go to Upper Iowa University - Course Syllabus and select the desired term to view the Syllabus.
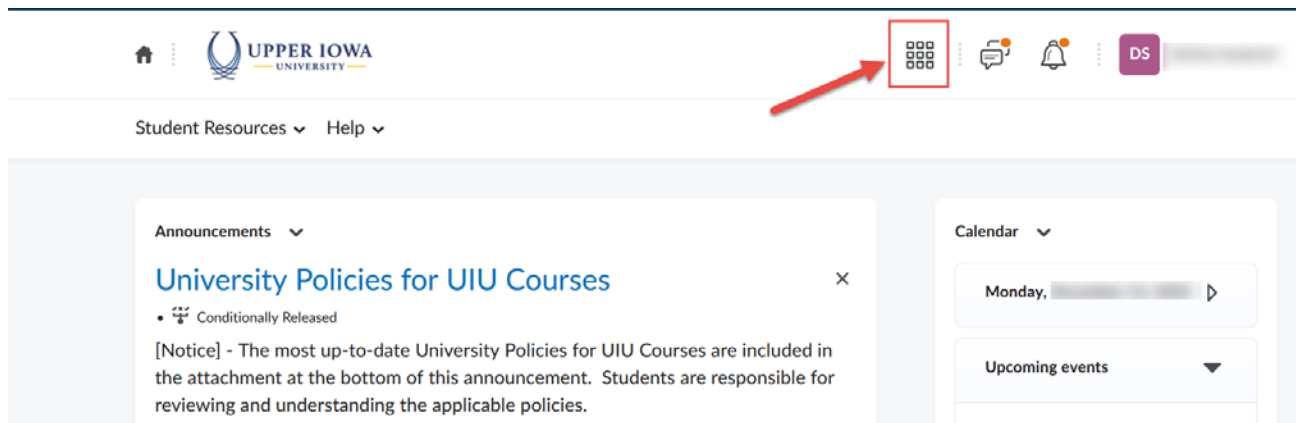
Additional Reminders, Tips and Helpful Information

➢ You will access your class at uiulearn.uiu.edu. Your user ID and password are the same that you use to log in to the myUIU portal.

➢ If you have not yet received an email with your username and password for the myUIU portal and information about your University email account, please contact your advisor. You will need this information to attend class, and instructors will communicate with you via your University email address only. Be sure to activate your University email account right away and check it frequently.

➢ Review your syllabus thoroughly so you are aware of your specific course requirements, including due dates, participation, etc.

➢ The attendance requirements for online courses, web-based self-paced courses, and center courses are different. It is your responsibility to familiarize yourself with your specific course requirements.

Course Attendance

Course attendance for the Online Program is defined as posting at least one or more times to any area of the online classroom EACH week. The Online Program course week begins on Monday and ends the following Sunday. **You must meet the attendance minimum to stay active in the course.** If you do not meet this attendance requirement (post in any area of the online classroom) for **14 consecutive days** you will receive an AW for the course which may affect your financial aid funds for payment of the course. Financial aid and tuition adjustments will be calculated based on the day you last posted to the online classroom. Merely logging into the online classroom is not considered a posting for attendance or participation purposes.

Course Participation

You are expected to actively participate and contribute to the learning experience in your course. Participation means providing substantive comments, questions, and contributions that advance the learning process for you and/or other students in the course. If you actively participate in the course, you should not have an attendance issue. For grading purposes, the faculty member will determine

the quality of postings for participation. Merely logging onto the classroom website is not considered posting for attendance or participation purposes.

Validation of Enrollment/Non-Attendance

Registration for each online course must be validated by attending class (posting one or more times to any area of the online classroom) during the first seven days of the term. Failure to validate enrollment when courses begin will result in a grade of NA (never attended) and removal from the course. An NA will be recorded on your transcript and financial aid funding may be affected.

Withdrawal Procedure

If you wish to withdraw from an active online course, you must notify your academic advisor by phone or email prior to the published last day to drop a class, which is the last day of the fifth week of the term. A grade of W will be recorded on your permanent record. Informing the course faculty member is not sufficient notice for a withdrawal.

If you do not withdraw from the course before the last day of the fifth week of the term, you will receive a letter grade (A, B, C, D, or F as appropriate) in the course based on what work you did complete in the course in relationship to the total course requirements. The policy of attendance for the program is a minimum to stay registered in the course. Upper Iowa University does not distinguish among types of absences.

Administrative Withdrawal

Prior to the last date to withdraw, if a learner stops attending an online class (has not posted one or more notes to any area of the online classroom) for **14 consecutive days**, the university will initiate an administrative withdrawal. A grade of AW will then be recorded in the student's permanent record. This will affect financial aid funding.

FOR WEB-BASED SELF-PACED CLASSES: You must complete at least ONE ASSIGNMENT within the first sixty (60) days of the course or you will receive a grade of AW (administrative withdrawal) and be charged a $99 processing fee. Instructor allowance of late submission DOES NOT supersede this policy.

If you have questions regarding uiuLearn, contact D2L 24/7 support at 1-877-325-7778 or via email at helpdesk@d2l.com. If you have questions about the myUIU portal or your University email, contact the UIU helpdesk at 563-425-5876 or helpdesk@uiu.edu. Other questions can be directed to your Academic Advisor.

Have a great session!